

~~ADMINISTRATIVE~~
INTERNAL USE ONLY

10 April 1973

MEMORANDUM FOR THE RECORD

25X1A

SUBJECT : Relocation of Magazine Building and
25X1A Functions. Initial Meeting

25X1A

ATTENDANCE : [REDACTED] DC/RECD; [REDACTED] DC/O/DDI
25X1A Admin; [REDACTED] DDO Representative;

25X1A [REDACTED] DD/M&S Representative;

25X1A

25X1A

O/DDI Admin; [REDACTED]

OBGI; [REDACTED] RECD; and

25X1A

RECD

25X1A

1. [REDACTED] opened the meeting with an overview of the present
25X1A status of Magazine Building and [REDACTED] occupancy and the proposed
25X1A planning approach for development of requirements and programming.
25X1A [REDACTED] stated that [REDACTED] would be the designer and [REDACTED]
25X1A the coordinator with GSA. [REDACTED] will provide each component with
25X1A space requirement forms and spend time in each office to learn as
25X1A much as possible about the functions and the inter-relationships
25X1A between organizations. Particular attention will be given to special
25X1A requirements; e.g., photo labs, alarms, vaults and ADP requirements.
25X1A [REDACTED] said that they will be initially seeking a building in
the Northern Virginia area with about 85,000 square feet.

25X1A

25X1A

2. [REDACTED] will be contacting each office with a time frame
25X1A in which the planning cycle must be accomplished and further
instructions on how we should proceed.

25X1A /s/

[REDACTED]
Chief, Administrative Staff, OBGI